



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 1610.9
SPAWAR 07-4
27 Jan 98

SPAWAR INSTRUCTION 1610.9

Subj: ENLISTED PERFORMANCE EVALUATION REPORTS

Ref: (a) BUPERSINST 1610.10

Encl: (1) Delegated Signature Authority for Enlisted Evaluations
(2) Evaluation Report/Mid Term Counseling Due Dates
(3) Enlisted Fitness or Evaluation Report Input

1. Purpose. To provide internal procedures for the preparation and timely submission of performance evaluation reports for enlisted personnel assigned to COMSPAWARSYSCOM headquarters and headquarters detachments. This instruction applies to permanently assigned active duty enlisted personnel and to reserve enlisted personnel on Active Duty for Training (ACDUTRA).

2. Cancellation. SPAWARINST 1616.1C

3. Background.

a. Reference (a) is the basic authority and governing directive for the preparation and submission of performance evaluations. It should be thoroughly reviewed by supervisors and reporting seniors prior to preparing an enlisted evaluation.

b. The accurate preparation and timely submission of enlisted personnel are matters of critical importance. The enlisted performance evaluation report is the most significant personnel management tool in the enlisted record. It is the key element to advancement, and in assignment decisions, reenlistment eligibility, character of service at discharge and selection to commissioned status.

c. The enlisted performance evaluation is the culmination of an evaluation period and cannot stand alone as a counseling tool. Regular, frequent performance counseling must take place throughout the reporting period.

4. Signature Responsibility.

a. Signature authority is delegated to the following:

(1) Vice Commander and Assistant Commanders.

(2) Program Directors, Program Managers, and Staff Directors.

(3) Officer in Charge of headquarters detachments.

b. Although reference (a) authorizes delegation to civilians (GM-13 and above), all enlisted evaluations for personnel assigned to the headquarters shall be signed by a Naval officer.

c. Delegated reporting seniors may redelegate signature authority in writing (enclosure (1)) to an officer who is determined to be the most familiar with the enlisted member's performance. Officers in Charge, Deputy and Assistant Commanders and Program Directors (O6 or higher) must sign the following, for which authority may not be delegated:

(1) An evaluation submitted to support the withdrawal of a recommendation for advancement to any pay grade after receipt of advancement authorization.

(2) Evaluation reports which contain a recommendation for advancement to pay grade E8 or E9, promotion to commissioned status, or any program leading to a commission. In practice, all reports on Chief Petty Officers will be signed at the Vice Commander/Assistant Commander/Program Director level.

(3) Endorsements or forwarding correspondence on statements made in rebuttal to an enlisted performance evaluation report.

5. Preparation and Submission of Reports

a. Reports will be prepared by the member's immediate supervisor and forwarded via the chain of command to the appropriate signature authority. Reporting seniors will ensure that individuals do not have periods in excess of 15 months without a substantive performance evaluation and that day-to-day continuity of performance evaluations is maintained.

(1) Report must maintain continuity from the day subsequent to detachment from the previous command to the day of detachment from this command. Cover periods of leave, travel and temporary duty within appropriate remarks.

(2) Because of the importance of substantive and timely reports to the enlisted advancement process, reports will not be extended past periodic due dates except in the cases of individuals retiring or separating within 90 days of the periodic due date. Also, if a report was submitted within 90 days preceding a periodic due date, the periodic report may be added to the next periodic report or to the transfer report.

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(3) Personnel selected for advancement will be evaluated in their current rate through the day prior to frocking or advancement. If this is accomplished within 90 days of a periodic report, submission of the periodic report is not required and the time will be covered in the next periodic or transfer report.


(4) "Not Observed" reports will be submitted only when the member has been onboard less than 90 days.

(5) Enclosure (2) lists the dates for submission of regular evaluation reports and mid-term counseling.

b. Enlisted members are required to provide supervisors with enclosure (2), giving personal background information.

c. After the reporting senior signs the evaluations, conduct appropriate counseling and obtain the member's signature. Forward the service record copy and the BUPERS copy to the Military Personnel Office (SPAWAR 07-4). Periodic reports must be submitted within 14 days of the end of the reporting period. Transfer and discharge evaluations must be submitted at least five days before detachment. The Military Personnel Office will forward reports to the appropriate Personnel Support Detachment and to BUPERS. Activity copies of reports will be retained by the reporting senior and passed to his/her successor.

d. The Military Personnel Office will maintain a tickler system on enlisted performance evaluations, and will provide reporting seniors with lists of reports due. Additionally, a follow up will be done by the Military Personnel Office on overdue reports.


G.F.A. Wagner
Rear Admiral, U.S. Navy

Distribution:
SPAWAR List 3

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DATE

From:

To:

Subj: DELEGATION OF SIGNATURE AUTHORITY FOR ENLISTED EVALUATIONS

Ref: (a) SPAWARINST 1610.9
(b) BUPERSINST 1610.10

1. In accordance with reference (a), authority is hereby delegated for you to sign Enlisted Performance Evaluations for military personnel within your functional area. You will familiarize yourself with references (a) and (b) to ensure timely preparation and submission of these reports.

SIGNATURE

Copy to:
SPAWAR 07-4

Enclosure (1)

EVALUATION REPORT/MID TERM COUNSELING DUE DATES

<u>PAY GRADE</u>	<u>REPORT END DATE</u>	<u>MID TERM COUNSELING</u>
E3 and below	15 January/15 July	April/October
E4	15 June/15 December	March/September
E5	15 March	September
E6	15 November	May
E7	15 September	March
E8	15 September	March
E9	15 April	October

ENLISTED FITNESS OR EVALUATION REPORT INPUT

1. Administrative Data

- a. Full Name (indicate if changed during period).
- b. Rate and warfare/qualification designator(s). (Indicate if frocked or selectee.)
- c. SSN.
- d. USN or USNR. If USNR on active duty, indicate status: i.e., extended active duty, TAR, ADSW, OYR, CANREC, AT, or ADT.
- e. Date reported to present command.
- f. Ending date of last Regular report.
- g. Date of rate.

2. Duties Assigned. (List by duty title and number of months assigned during this report period)

- a. Division, Air Crew, etc. to which assigned.
- b. Primary duties.
- c. Collateral duties.
- d. Watchstanding duties.
- e. TEMADD/TEM DU. (Where, when, and why.)
- f. Significant periods not available for duty, if any. (If first report at this command, include any delay or TEM DU prior to reporting.) Do not include brief illness or normal leave.

3. Job information

- a. Principal activities and responsibilities. Include equipment operated or qualified to operate, and "customers" served, if applicable.
- b. Individual accomplishments, including experience gained and contributions to team achievements.

c. Responsibilities for classified material.

4. Supervision and Leadership

a. Personnel directly supervised through subordinates (subdivide by military, civilians, reservists).

b. Personnel supervised through subordinates (subdivide as above).
Equipment and material for which responsible.

c. Size of budget managed.

d. Leadership activities and accomplishments. Include team and subordinate accomplishments which reflect your leadership.